

NOAA Grants Online Partial Funding Processing Reference Guide for Federal Program Officers

NOAA Grants Online

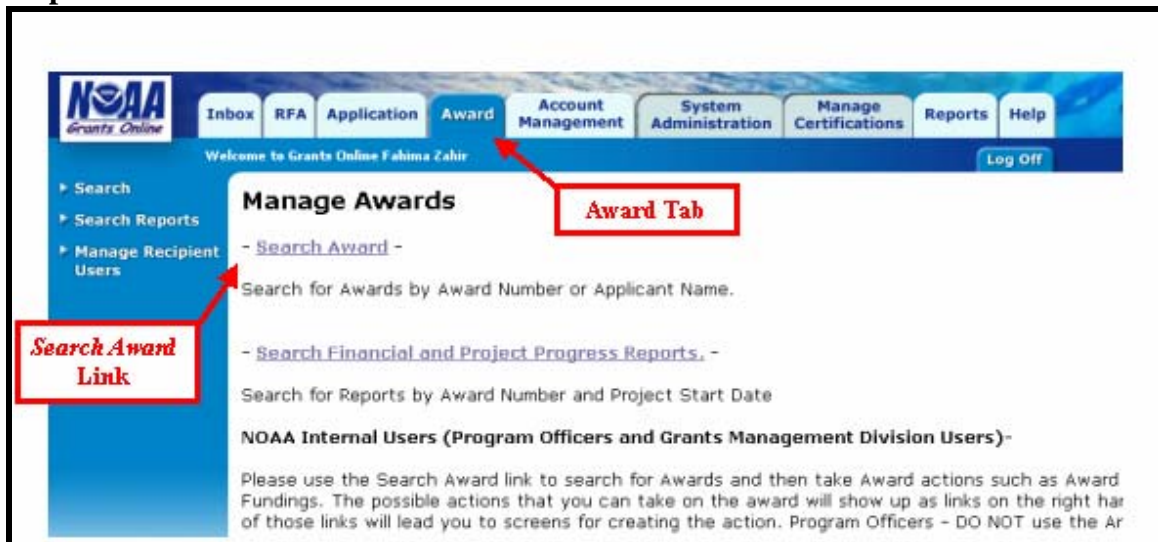
Partial Funding Processing Reference Guide for Federal Program Officers

The purpose of this document is to provide Federal Program Officers (FPO) with a step-by-step guide for processing a partial funding action in Grants Online.

Step 1: Log into Grants Online by entering your *Username* and *Password*.



Step 2: Select the *Award* tab and click on the *Search Award* link.



NOAA Grants Online

Partial Funding Processing Reference Guide for Federal Program Officers

Step 3: After selecting the *Search Award* link, the *Search for Award* page is displayed. Enter at least one search criterion, including *Applicant Name* and/or *Award Number*. Click *Submit*.

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Welcome to Grants Online Fahima Zahir

Search for Award

Applicant Name:

Award Number:

Submit Cancel

Please use the above fields to narrow down your search.
Award Number Searches are not case-sensitive, and award numbers can be partially filled in to get .

Search Results
Nothing found to display.

Submit Button

Step 4: Review *Search Results* for your Award and select the *Partially Fund this Award* link.

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Welcome to Grants Online Fahima Zahir

Search for Award

Applicant Name:

Award Number:

Submit Cancel

Please use the above fields to narrow down your search.
Award Number Searches are not case-sensitive, and award numbers can be partially filled in to get all matching results.

Search Results
One item found.1

Award Number	Org ID	Applicant Name	Project Title	Award Status	Award Action Request	Manage Award	Amendments	Partial Funding
NA06NMF4330004	1002370	University of Chicago	test	Accepted	Create Award Action Request	View/Manage Award-related Personnel	Create Amendment	Partially Fund this Award

Partially Fund this Award Link

NOAA Grants Online

Partial Funding Processing Reference Guide for Federal Program Officers

Step 5: The *Partial Funding* screen is displayed. Enter the appropriate text in the *Memo* field (can be copied/pasted from another document). To expand your view of the application and view the breakdown of funding for each fiscal year, select the “*Plus (+)*” icon for the specific application under *Approved Plan and Prior Obligations*. If the fiscal year is not listed, please contact the Help Desk. Please note if multiple applications are listed, you may use the application ID to distinguish the application.

Grant Information

CFDA Number:	11.433	Award Period:	05/01/2006 - 05/01/2008	Program Office:	Fisheries Southwest Office (SW)
Program Officer:	Salma Johnson	Program Officer Phone:	123-123-1234	Program Officer Email:	salma.johnson@tra
Total Federal Funding:	\$250,050.00	Total Non Federal Funding:	\$0.00	Multi-Year:	Yes
Organization Name:	University of Chicago	Electronic Recipient:	No		
Progress Report Frequency:	Semi-Annually	Financial Report Frequency:	N/A		
Project Title:	fahima test 2 partial funding				

Partial Funding -- NA06NMF4330031

Memo

Approved Plan and Prior Obligations

Action	Application ID	Project Title
Select	2037757	TEST
Select	2037740	fahima test 2 partial funding

Selected Application

None

NOAA Grants Online

Partial Funding Processing Reference Guide for Federal Program Officers

Step 6: Upon selecting the “Plus (+)” icon from the *Partial Funding* screen (see step 5), the menu for each application will expand to display the following:

- Application ID
- Project title
- Planned year
- Approved federal share for each year
- Obligated amount for each year
- Approved Non-Federal Share for each year
- Assigned Non-Federal Share for each year

Please note you may only complete partial funding on ONE application at a time. To select an application click the *Select* button.

Approved Plan and Prior Obligations

Action	Application ID	Project Title
Select	2037757	TEST

Planned Year	Approved Fed Share	Obligated	Approved Non-Fed Share	Assigned Non-Fed Share
2006	\$150,000.00	\$150,000.00	\$0.00	\$0.00
2007	\$100,000.00	\$0.00	\$0.00	\$0.00

Action	Application ID	Project Title
Select	2037740	fahima test 2 partial funding

Planned Year	Approved Fed Share	Obligated	Approved Non-Fed Share	Assigned Non-Fed Share
2006	\$100,000.00	\$100,050.00	\$0.00	\$0.00
2007	\$100,000.00	\$0.00	\$0.00	\$0.00

After selecting an application, the application is listed under *Selected Applications*.

Approved Plan and Prior Obligations

Action	Application ID	Project Title
Select	2037757	TEST

Planned Year	Approved Fed Share	Obligated	Approved Non-Fed Share	Assigned Non-Fed Share
2006	\$150,000.00	\$150,000.00	\$0.00	\$0.00
2007	\$100,000.00	\$0.00	\$0.00	\$0.00

Action	Application ID	Project Title
Select	2037740	fahima test 2 partial funding

Planned Year	Approved Fed Share	Obligated	Approved Non-Fed Share	Assigned Non-Fed Share
2006	\$100,000.00	\$100,050.00	\$0.00	\$0.00
2007	\$100,000.00	\$0.00	\$0.00	\$0.00

Selected Application

Application ID	Approved Fed Share	Remaining Fed Share	Pending Fed Share	Fed Add Amount	Approved Non-Fed Share	Remaining Non-Fed Share	Pending Non-Fed Share	Non-Fed Amount	AMD No.	Project Title
2037757	\$250,000.00	\$100,000.00	\$0.00		\$0.00	\$0.00	\$0.00		1	TEST

Note: Federal Add Amount plus Pending Federal Share plus the sum of all prior obligations may be up to 5% greater than the Approved Federal Share. If exceeding the Approved Federal Share, enter a memo explaining the reason for the additional funds.

Note: Only one application may be funded per Partial Funding action.

NOAA Grants Online

Partial Funding Processing Reference Guide for Federal Program Officers

Step 7: Enter the *Federal Add Amount* and the *Non-Fed Amount*. Please note the *Federal Add Amount* plus the *Pending Fed Share* plus the sum of all prior obligations may be up to 5% greater than the *Approved Federal Share*. If you are exceeding the *Approved Federal Share*, be sure to justify the additional funds in the *Memo* field (see Step 5). Once you have entered the *Memo*, *Federal Add Amount*, and *Non-Federal Amount*, select *Save*, followed by *Save and Return to Main*.

Selected Application

Application ID	Approved Fed Share	Remaining Fed Share	Pending Fed Share	Fed Add Amount	Approved Non-Fed Share	Remaining Non-Fed Share	Pending Non-Fed Share	Non-Fed Amount	AMD No.	Project Title
2037757	\$250,000.00	\$100,000.00	\$0.00	50,000	\$0.00	\$0.00	\$0.00		1	TEST

Note: Federal Add Amount plus Pending Federal Share plus the sum of all prior obligations may be up to 5% greater than the Approved Federal Share. If exceeding the Approved Federal Share, enter a memo explaining the reason for the additional funds.

Note: Only one application may be funded per Partial Funding action.

Save
Save and Return to Main
Cancel

Step 8: Select the *Tasks* link from the *Inbox* tab. The following two tasks will be in your inbox:

- Procurement Request and Commitment of Funds
- Review Release of Funds

Review the task details of the *Procurement Request and Commitment of Funds* (PRCF) task, and select the *View* link.

The screenshot shows the NOAA Grants Online web application. At the top, there's a navigation bar with tabs: Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below this, a sidebar on the left contains links for Advisories, Notifications, Archive, Tasks, Send Message, and Manage Tasks. The main content area is titled 'Welcome to Grants Online Salma Johnson' and includes a 'Log Off' button. A red box labeled 'Inbox Tab' points to the 'Inbox' tab in the navigation bar. Another red box labeled 'Tasks Link' points to the 'Tasks' link in the sidebar. Below the sidebar, there are filters for 'Document Type' (set to 'All') and 'Status' (set to 'Open'), with an 'Apply Filter >>' button. A message states '3 items found, displaying all items. 1'. A table lists the tasks:

	Task Id	Award Number	Task Name	Task Status	Document Type	Document Id
View	104830	NA06NMF4330031	Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds	2037808
View	104829	NA06NMF4330031	Review Release of Funds	In Progress	Award File	2037807

A red box labeled 'View Link' points to the 'View' link in the first row of the table.

NOAA Grants Online

Partial Funding Processing Reference Guide for Federal Program Officers

Step 9: Select *Complete Procurement Request and Commitment of Funds* from the action dropdown menu, followed by the *Submit* button.

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. A welcome message for Salma Johnson is displayed. The main content area is titled 'Procurement Request and Commitment of Funds - NA06NMF4330031'. It displays fields for Id (2037808), Creator (Salma Johnson), Status (Procurement Request and Commitment of Funds), and Last Edited User (Salma Johnson). The 'Action' dropdown menu is highlighted with a red box, showing the option 'Complete Procurement Request and Commitment of Funds'. A red arrow points from the 'Submit Button' label to the 'Submit' button. Below the comment field, there are buttons for 'Spell Check', 'Save Comment', and a link to 'View previous workflow history and comments >>'. The 'Submit Button' label is in a red box.

NOAA Grants Online

Partial Funding Processing Reference Guide for Federal Program Officers

Step 10: The *Procurement Request and Commitment of Funds* screen is displayed. Complete the mandatory fields marked with an asterisk. This includes selecting the Request Authorizing Official and Requestor using the *Search* buttons. You may also add additional Optional Reviewers by selecting the *Add* button in the *Additional Reviewers* section. Select the link titled *Add New ACCS line* to add an ACCS line (see step 11). To view the CD-435 report, select the *View Report* button at the bottom of the screen. You may also choose to withdraw this request by selecting the *Withdraw* button and create a new Procurement Request and Commitment of funds by selecting the *Create New Procurement Request* link. To view the CD-435 report, select the *View Report* button at the bottom of the screen. The CD-435 report will display a list of the fields and data values which have currently been entered for this procurement request. Once all the information has been entered select *Save* followed by *Save and Return to Main*.

Award File Header Information

CFDA Number:	11.433	Award File Period:	N/A - N/A	Program Office:	Fisheries Southwest Region P
Program Officer:	Salma Johnson	Program Officer Phone:	123-123-1234	Program Officer Email:	salma.johnson@training.com
Federal Funding:	\$0.00	Project Title:	TEST	Organization Name:	University of Chicago
Multi-Year:	Yes-Release				

Procurement Request and Commitment of Funds

Active Procurement Requests:
Nothing found to display.

Withdrawn Procurement Requests:
Nothing found to display.

Federal Share: * \$50,000.00

Request Authorizing Official:
None Selected.
[Search](#)

Additional Reviewers:
Nothing found to display.
[Add](#)
(Please note, you must press "Save and Return to Main" for the route to be committed)

Requestor:
None Selected.
[Search](#)

Affected Reference Number: EIN:
NAD6NMF4330031 12-1234567

To: *
University of Chicago
1706 Derbshire
drive Chicago, IL
60637

Ship To: *

Requisition Contact Person: * **Telephone Number:** *
Salma Johnson 123-123-1234

Line Item: **Description:** * **Quantity:** **Unit Issue:**

1	CFDA Number: 11.433 Project Start Date: 2006-05-01 Project End Date: 2008-05-01 Grant Type: Grant	1	EACH
---	--	---	------

Clearances/Remarks:

No CD435 ACCS Lines have been defined.
[Add New ACCS Line](#)
PRCF Total for this Award action: \$0.00

[Create New Procurement Request](#)
[Procurement Request Official Comments](#)

[Save](#) [Save and Return to Main](#) [Cancel](#) [Withdraw](#) [View Report](#)

NOAA Grants Online

Partial Funding Processing Reference Guide for Federal Program Officers

Step 11: To complete the ACCS line, select the *Add New ACCS Line* link.

No CD435 ACCS Lines have been defined.

[Add New ACCS Line](#)

PRCF Total for this Award action: \$0.00

Total Federal funds authorized for this Award action: \$50,000.00

[Create New Procurement Request](#)

[Procurement Request Official Comments](#)

[Save](#) [Save and Return to Main](#) [Cancel](#) [Withdraw](#) [View Report](#)

In the ACCS details screen, enter the following:

- Bureau
- Project Task
- Organization
- Object Class
- Amount

Once all the information has been entered, the codes may be validated by selecting the **Validate** button. Validation is not mandatory until the Authorizing Official is ready to Approve the PRCF. The Approval option for the Authorizing Official will not be made available until the codes have been validated at least once. Please note that until the codes have been validated, the value **False** will be displayed in the Validate field. If you are not ready to validate the codes yet, press **Save** or **Save and Add More ACCS Lines** to continue.

Validated: false

Bureau (xx): 14

Fund (xx): 0

Fiscal Year (yyyy): 2006

Project Task: A2RC1CP - P00

Program Code: The Program Code will display here once the ACCS line is validated

Organization: 50 - 26 - 0000 - 00 - 00 - 00 - 00

Object Class: 41 - 11 - 00 - 00

Amount: \$50,000

[Save](#) [Save and Add More ACCS Lines](#) [Validate](#) [Cancel](#)

No CD435 ACCS Lines have been defined.

NOAA Grants Online

Partial Funding Processing Reference Guide for Federal Program Officers

Upon selecting the **Validate** button, a note will be displayed stating the ACCS is valid. In addition, **“true”** is displayed in the validated field, and “yes” is displayed in the validated column. If the codes are not valid, a note will display stating which code was not validated. Please note upon validating the codes, the **Program Code** will populate. The total dollar amount of your ACCS lines must equal the **Total Federal Funds authorized for this Award action** (see step 11). To add another ACCS line, select the **Save and Add More ACCS Lines** button. After you have validated the ACCS lines, select **Save** to return to the **Procurement Request and Commitment of Funds** screen.

The ACCS is valid

Validated: true

Bureau (xx): * 14

Fund (xx): * 24

Fiscal Year (yyyy): * 2006

Project Task: A2RC1CP- P00

Program Code: 03 - 07 - 01 - 001

Organization: 50 - 26 - 0000 - 00 - 00 - 00 - 00

Object Class: 41 - 11 - 00 - 00

Amount: * \$50,000

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Validated
14	24	2006	50- 26- 0000- 00- 00- 00- 00	03- 07- 01- 001	A2RC1CP- P00	41- 11- 00- 00	\$50,000.00	Yes

NOAA Grants Online

Partial Funding Processing Reference Guide for Federal Program Officers

Step 12: To view the CD-435 report, select the ***View Report*** button (see step 10), from the ***Procurement Request and Commitment of Funds*** screen. The following screen displays the printable version of the CD-435.

Jan 24, 2006 11:23:04 AM

Procurement Request and Commitment of Funds NAGO0000700002

CFDA Number: 11.433
 Award File Period: N/A - N/A
 Program Office: Fisheries Southeast Region Program Office (SE)
 Program Officer: Fahima Zahir non@non.com 123567876543
 Federal Funding: \$0.00
 Non Federal Funding: \$0.00
 Grants Specialist: Regina A. Evans
 Organization Name: University of Chicago
 Project Title: test
 Federal Share: \$50,000.00
 Request Authorizing Official: Margaret Davidson 903-974-6220
 Requestor: Fahima Zahir 123567876543
 Invoice Address: 1990 Hobson Avenue, Charleston, SC 29405-2409 USA

Affected Reference Number: NA06NMP4330008
 EIN: 12-1234567
 To: University of Chicago
 1025 E. 57th St Chicago, IL 60637
 1234 street, anytown, 00 12345 UNKNOWN
 Ship To:
 Requisition Contact Person: Fahima Zahir 123-123-1345
 Is Completed: No
 CD435 Status: Unapproved
 Fiscal Year: 2007

Line Item: Quantity: 1 Unit Issue: EACH
 Description: CFDA Number: 11.433
 Project Start Date: 2006-03-01
 Project End Date: 2008-03-01
 Grant Type: Grant
 Project Description: test

Clearances/Remarks:

Page 1 of 2

Jan 24, 2006 11:23:04 AM

Procurement Request and Commitment of Funds NAGO0000700002

Additional Reviewers:

Name	Title	Telephone

ACCS Line:

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount
14	0	2007		00-00-00-000	1234567-1234567	--00-00	\$50,000.00

HRF Total for this Award action: \$50,000.00
 Total Federal funds authorized for this Award action: \$50,000.00

Procurement Request Official Comments:

Page 2 of 2

NOAA Grants Online

Partial Funding Processing Reference Guide for Federal Program Officers

Step 13: Once all the information has been entered in the *Procurement Request and Commitment of Funds* screen (see step 10) select *Save* followed by *Save and Return to Main*.

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Action
14	0	2007	-----	00- 00- 00- 000-	1234567- 1234567-	-- 00- 00-	\$50,000.00	Edit Delete

[Add New ACCS Line](#)

PRCF Total for this Award action: \$50,000.00
Total Federal funds authorized for this Award action: \$50,000.00

[Create New Procurement Request](#)

[Procurement Request Official Comments](#)

Save **Save and Return to Main** **Cancel** **Withdraw** **View Report**

Save and Save and Return to Main buttons

Step 14: The task launch page is displayed. From the action dropdown menu, select *Forward Procurement Request to Requestor* and click *Submit*. A task to Review the Procurement Request and Commitment of Funds will then be sent to the Grants Online inbox of the Requestor. Once the Requestor has approved the Procurement Request and Commitment of Funds, the Requestor can forward it to the Request Authorizing Official.

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Inbox RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Fahima Zahir [Log Off](#)

Procurement Request and Commitment of Funds - NA06NMF4330008

Id: 2024621
Creator: Fahima Zahir
Status: Procurement Request and Commitment of Funds Procurement Request and Commitment of Funds In Progress
Last Edited User: Fahima Zahir

Action: Forward Procurement Request to Requestor **Submit**

Comment:

Submit button

Spell Check

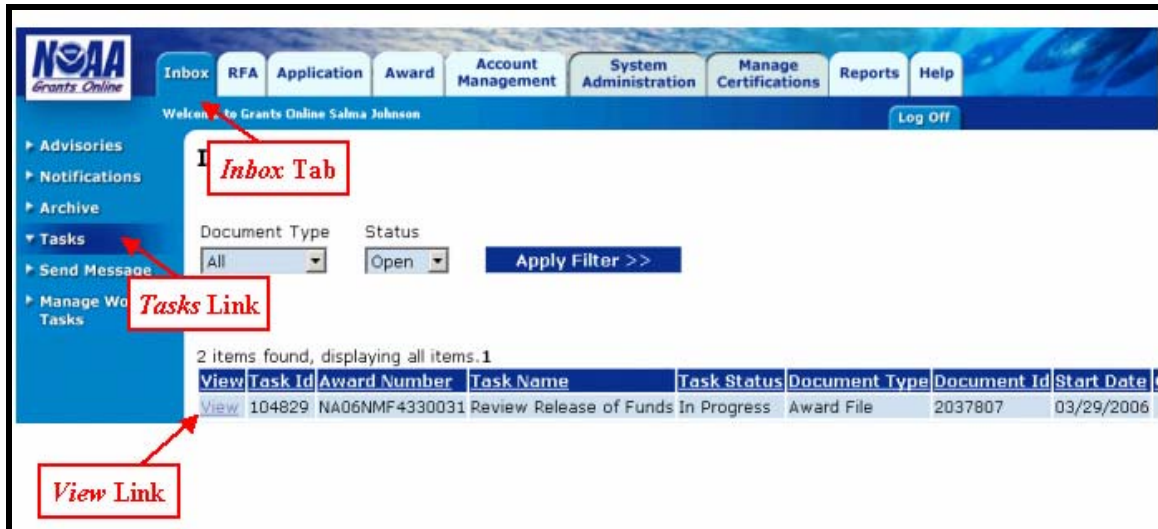
Save Comment

[View previous workflow history and comments >>](#)

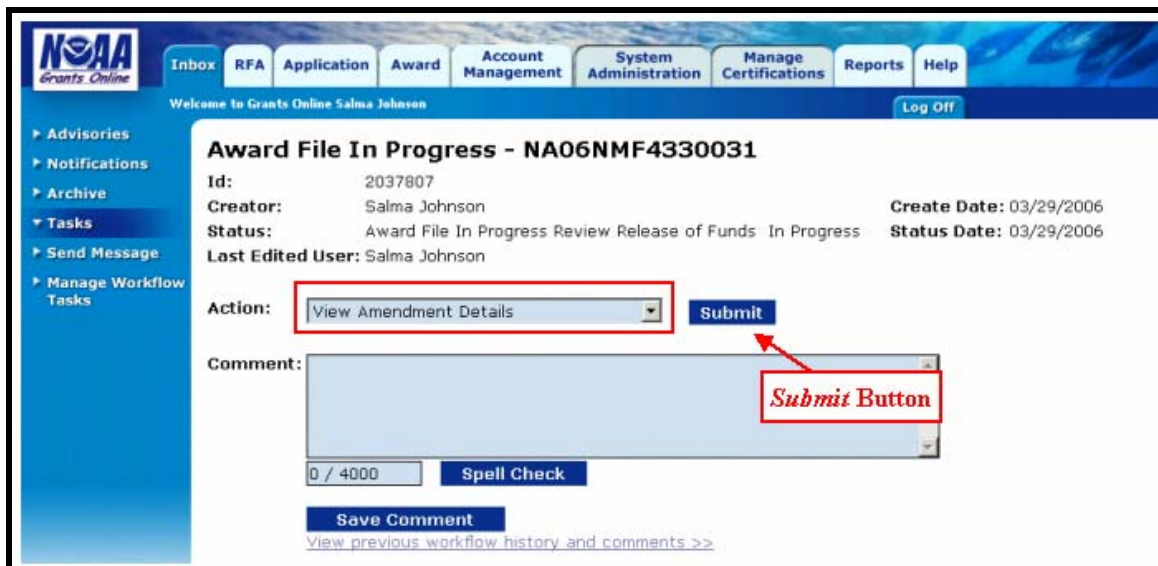
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Partial Funding Processing Reference Guide for Federal Program Officers

Step 15: From the *Inbox* tab, select the *Tasks* link. Select *View* link for the *Review Release of Funds* task.



Step 16: The *Award File* screen is displayed. From the action dropdown menu select *View Amendment Details* followed by *Submit*. Please note that from the action dropdown menu you may also select edit Special Award Conditions, forward to FALD for review, or view partial funding document.



NOAA Grants Online

Partial Funding Processing Reference Guide for Federal Program Officers

Step 17: The *Amendment to Financial Assistance Award* screen is displayed. Complete the Amendment details including the Grant type, Amendment start and end dates, reason(s) for the Amendment, project title and project description. The Amendment start and end dates are not part of the official CD-451. They are for internal reporting purposes only and cannot be used to extend the Award. A no-cost extension must be created to actually extend the Award period.

You may also view the CD-451 Report and the SAC Report by selecting the **CD-451 Report** button and the **SAC Report** button at the bottom of the page. Click on the **Department of Commerce Financial Assistance Standard Terms and Conditions** link, to view the Department of Commerce financial assistance standard terms and conditions. To view NOAA's special Award conditions, select the link titled **NOAA Special Award Conditions**. Once all the information has been entered select **Save** followed by **Save and Return to Main**.

Amendment Header Information

CFDA Number:	11.433	Award File Period:	N/A - N/A	Program Office:	Fisheries Southwest Region Program Office
Program Officer:	Salma Johnson	Program Officer Phone:	123-123-1234	Program Officer Email:	salma.johnson@training.com
Federal Funding:	\$0.00	Non Federal Funding:	\$0.00	Grants Specialist:	Regina A. Evans
Project Title:	TEST				
Organization Name:	University of Chicago				
Multi-Year:	Yes-Release				

Amendment to Financial Assistance Award

CFDA Number: 11.433

Award Number: NAD6MF4330031

Recipient Name: University of Chicago

Amendment Number: Pending

Street Address: 1786 Derbshire drive, Chicago, IL 60637

Amendment Start and End Dates:
The Amendment Start and End Dates in the above fields are not part of the official CD-451. They are for internal reporting purposes only and cannot be used to extend the award. A no-cost extension must be created to actually extend the award period.

Project Title:
 TEST

Project Description:
 TEST

Bureau Fund Fiscal Year Project-Task Organization Object Class

The system has calculated values for the Federal and Recipient shares of funding based on negotiated funding amounts. Grants Online users may optionally override these calculations via the Override checkbox below. Once checked, the values that are entered will be saved and available for future use.

Manual Override:	Costs Are Revised As Follows:	Previous Estimated Cost	Add	Deduct	Total Estimated Cost
<input type="checkbox"/>	Federal Share of Cost	\$250050.00	\$0.00	\$0.00	\$250050.00
<input type="checkbox"/>	Recipient Share of Cost	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	Total Estimated Cost	\$250050.00	\$0.00	\$0.00	\$250050.00

Reason(s) for Amendment: Enter Reasons

electronically signing, the Recipient agrees to comply with the Amendment provisions checked on this document, as well as previous provisions incorporated into the Award. If not electronically signed without modification by the Recipient, the Amendment is void.

☐ Special Award Conditions ☐ Department of Commerce Financial Assistance Standard Terms and Conditions ☐ NOAA Special Award Conditions

Save Save and Return to Main CD-451 Report SAC Report Cancel

NOAA Grants Online

Partial Funding Processing Reference Guide for Federal Program Officers

Step 18: The following screen is the task launch page. From the action dropdown menu select *View Partial Funding Document* followed by the *Submit* button.

The screenshot displays the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. A sidebar on the left lists Advisories, Notifications, Archive, Tasks, Send Message, and Manage Workflow Tasks. The main content area is titled 'Award File In Progress - NA06NMF4330031'. It shows the following details:

- Id:** 2037807
- Creator:** Salma Johnson
- Status:** Award File In Progress Review Release of Funds In Progress
- Last Edited User:** Salma Johnson
- Create Date:** 03/29/2006
- Status Date:** 03/29/2006

The 'Action' dropdown menu is set to 'View Partial Funding Document'. A red box highlights this dropdown, and a red arrow points to the 'Submit' button. Below the action menu is a 'Comment' text area with a 'Spell Check' button and a 'Save Comment' button. A red box labeled 'Submit Button' points to the 'Submit' button.

NOAA Grants Online

Partial Funding Processing Reference Guide for Federal Program Officers

Step 19: The *Partial Funding Document* screen is displayed. Review the information that was previously entered (see steps 5, 6, and 7) in the *Memo* section as well as the *Fed Add Amount* and *Non-Fed Amount* section. Once you have reviewed the information, select *Save* followed by *Save and Return to Main*.

Grant Information

CFDA Number:	11.433	Award Period:	05/01/2006 - 05/01/2008	Program Office:	Fisheries Southwest Region Office (SW)
Program Officer:	Salma Johnson	Program Officer Phone:	123-123-1234	Program Officer Email:	salma.johnson@training
Total Federal Funding:	\$250,050.00	Total Non Federal Funding:	\$0.00	Multi-Year:	Yes
Organization Name:	University of Chicago	Electronic Recipient:	No		
Progress Report Frequency:	Semi-Annually	Financial Report Frequency:	N/A		
Project Title:	fahima test 2 partial funding				

Partial Funding -- NA06NMF4330031

Memo *

test

Selected Application

Application ID	Approved Fed Share	Remaining Fed Share	Pending Fed Share	Fed Add Amount *	Approved Non-Fed Share	Remaining Non-Fed Share	Pending Non-Fed Share	Non-Fed Amount
2037757	\$250,000.00	\$100,000.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00

Note: Federal Add Amount plus Pending Federal Share plus the sum of all prior obligations may be up to 5% greater than the Federal Share. If exceeding the Approved Federal Share, enter a memo explaining the reason for the additional funds.

Note: Only one application may be funded per Partial Funding action.

NOAA Grants Online

Partial Funding Processing Reference Guide for Federal Program Officers

Step 20: The following screen is the task launch page. From the action dropdown menu select *Forward to Grants Specialist for Review* and then click the *Submit* button. This completes the Partial Funding process for the Federal Program Officer.

The screenshot displays the NOAA Grants Online interface. At the top, there is a navigation bar with tabs: Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below this is a welcome message: "Welcome to Grants Online Salma Johnson" and a "Log Off" button. The main content area is titled "Award File In Progress - NA06NMF4330031". It lists the following information: Id: 2037807, Creator: Salma Johnson, Status: Award File In Progress Review Release of Funds In Progress, Create Date: 03/29/2006, Status Date: 03/29/2006, and Last Edited User: Salma Johnson. The "Action:" dropdown menu is set to "Forward to Grants Specialist for Review" and is highlighted with a red box. To its right is a "Submit" button, also highlighted with a red box and an arrow. Below the action menu is a "Comment:" text area. To the right of the comment area is a red box labeled "Submit Button" with an arrow pointing to the "Submit" button. Below the comment area are buttons for "Spell Check" and "Save Comment". At the bottom, there is a link: "View previous workflow history and comments >>".